

The Green Community Centre

Address: 5 Nunhead Green, SE15 3QQ. Tel.: 020 7732 6543
Email: thegreennunhead@gmail.com. Website: www.thegreennunhead.org
Charity registration number: 1164933 Companies Registration: 06349917

VACANCY - CENTRE ADMINISTRATOR

Fixed term contract: 6 months initially to start ASAP.

Salary: £23,400 full time 36 hour salary equivalent pro rata (£12.50 per hour.)

Hours:- Monday to Friday, 4 hours a day (hours by mutual agreement)

We are looking for a Centre Administrator to be responsible for all aspects of both regular and one off user bookings, including contracts and invoicing, for the new community centre (The Green) in Nunhead. You will support marketing and the development of the community centre, taking into account both commercial and community booking interests, in line with Nunhead's Voice charitable objectives. You will take ownership for amending and improving administration processes and procedures to ensure a high level of service to the users booking The Green. You will also manage the volunteers' rota and ensure that any issues are dealt with.

Able to work independently, you will have experience of customer service and strong administration skills; including MS Office word and excel. You will take pride in your work, communicate well with people of all levels and be able to build good working relationships. Previous experience of both invoicing and working in community centres or similar is an advantage.

The Green is the new community centre in Nunhead which is run by volunteers and opened in January 2016.

For a job description and application form, email thegreennunhead@gmail.com

CLOSING DATE FOR APPLICATIONS – 26th APRIL 2016
INTERVIEWS – 3rd MAY 2016

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VACANCY – CARETAKER / CLEANER

- **Fixed term contract: 6 months initially to start ASAP.**
- **Salary: £17,597 full time 36 hour salary equivalent pro rata 20 hours (£9.40 per hour.) (Overtime at hourly rate)**
- **Hours:- 20 hours per week plus 2.5 hours overtime not guaranteed Friday, 5pm to 10.30pm / Saturday, 3pm to 8pm / Sunday, 1pm to 5pm or 2pm to 6pm (depending on bookings) / One weeknight evening typically 5pm to 10.30pm.
Additional 2.5 hours on a Saturday evening (this is dependent on user bookings and is not guaranteed) to be agreed at least 2 weeks in advance. Some degree of flexibility in working hours will be expected as this is a community centre.**

We are looking for a Caretaker / Cleaner to be responsible for opening and closing The Green community centre for weekend afternoon / evening activities and cleaning it to a high standard, working to an agreed check list, ready for the next day's activities. You will also support any user queries while at The Green including answering the phone and recording all enquiries. The role will include basic maintenance work if required, switching off the alarm and securing the premises. You will also report any issues or low stock levels. You may be called out at unsociable hours or at weekends to deal with any problems, make emergency repairs or allow access to contractors working onsite at weekends.

You will be able to work independently, following clear instructions and ideally have had previous experience of cleaning / caretaking work in a similar environment. Basic maintenance skills are essential. You will take pride in your work, communicate well with people of all levels and be able to build good working relationships. You will be adaptable and able to commit to flexible weekend and evening working schedules.

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CLOSING DATE FOR APPLICATIONS – 26th APRIL 2016
INTERVIEWS – w/c 9th MAY 2016